



COUNTY OF SAN DIEGO

Great Government Through the General Management System – Quality, Timeliness, Value

DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

UNCLASSIFIED

DIRECTOR, COUNTY LIBRARY

Class No. 002115

■ CLASSIFICATION PURPOSE

To provide comprehensive library resources and services on a free and equal basis to people within the San Diego County Library service area; to facilitate and encourage the public pursuit of information and knowledge; and to perform related work.

■ DISTINGUISHING CHARACTERISTICS

This is an executive management class responsible for the administrative and professional library work in managing the County library system.

■ FUNCTIONS

The examples of functions listed in the class specification are representative but not necessarily exhaustive or descriptive of any one position in the class. Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Essential Functions:

1. Plans, directs, coordinates, and evaluates the overall departmental activities and programs providing library resources and services to County citizens.
2. Provides direction in establishing and implementing departmental policy and procedures.
3. Coordinates the development and implementation of local library plans with local agencies, community leaders, and public groups.
4. Oversees development of the department's annual budget and monitors revenue and expenditure transactions.
5. Responsible for fiscal integrity of library operations.
6. Identifies operational problems and opportunities for service enhancement and formulates appropriate solutions.
7. Acts as liaison with other public and private agencies and provides information to the media, public, citizens advisory boards, and agency representatives on departmental activities.
8. Supervises subordinate staff.
9. Effectively manage within a collective bargaining environment.
10. Provides high quality service to County employees, representatives of outside agencies and members of the public.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Modern principles and practices of librarianship, including technical services, branch operations, circulation and automation operations, and a wide range of library services (children, reference, audio-visual).
- Policy and procedure development and implementation related to library programs.
- Laws applicable to library service in the State of California.
- Principles and practices of supervision and training.
- Principles and theory of public administration including general administration, human resource management, fiscal management, and accounting.
- County customer service objectives and strategies.
- Knowledge of strategic planning principles within a library environment.
- Current trends, practices and principles of service delivery methodology for diverse customers and communities.

- Current practices and principles of managing a diverse workforce.
- The General Management System in principle and practice.

Skills and Abilities to:

- Plan, organize, direct, and evaluate the overall activities of library services and administrative activities.
- Identify and resolve departmental operational problems.
- Present annual budget and monitor revenues and expenditures.
- Prepare executive-level correspondence and reports.
- Supervise, train, and evaluate the work of subordinate staff.
- Prepare and give public presentations on the department's activities, functions, and issues.
- Apply innovative solutions within the library operations to improve service delivery and library management.
- Effectively manage a diverse workforce.
- Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others and reading and writing.
- Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capacities.
- Effectively communicate orally and in writing.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills, and abilities listed above. An example of qualifying education/experience is: a master's degree or higher from a graduate library school program accredited by the American Library Association (required) AND five (5) years of increasingly responsible administrative library experience, two (2) years of which must have been in a supervisory capacity.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

None Required.

Working Conditions

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually quiet. Fieldwork may include visiting businesses and attending off-site meetings.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Persons serving in positions in the Unclassified Service do not accrue tenure and serve at the pleasure of the appointing authority (Charter of the County of San Diego Section 909.2).

**New: September 8, 1950
Revised: March 13, 2003
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